

## AUXILIARY IDENTIFICATION CARD PROCESS

**NOTE:** ALL INFORMATION ON ID CARD APPLICATIONS MUST BE FILLED OUT, NO EXCEPTIONS. PHOTOS MUST BE DIGITAL. PAPER PHOTOS WILL NOT BE ACCEPTED.

**Conferences/Meetings:** The DSO-PS or staff will take pictures for members who present a complete ID card application (applications will be provided). ID cards will then be processed back at the Director's office and mailed to Flotilla Commanders.

**Division Meetings:** The SO-PS will oversee the taking of pictures of members who present a complete ID card application (applications should be given out well in advance of the Division meeting). The ID cards will then be processed back at the Directors Office, and mailed to Flotilla Commanders.

**Process at Flotilla Level:** Flotillas may organize an ID session so long as the following are adhered to:

- Photos are in a JPEG format **w/ RED BACKGROUND** [Division Captain have the backgrounds]

- Each photo is identified by name or emplid.

- Photos can be emailed or submitted on a 3½-inch Floppy Disk [PC Formatted] or CD. (The mailed disk or CD is the "Preferred Method").

- The Auxiliary ID Card Form accompanies each photo.

- The member photo shall be in uniform and uncovered {NO hat}.

-All requests must be routed through the chain, before being sent to DIRAUX.

**Exchange of ID Cards:** Flotilla Commanders are to exchange ID Cards the members current ID Card is to turned into the Directors Office once a new one is issued.

**Enrollment Application Process:** All enrollment paperwork must now include the new ID card form (revised 05/12/03) with the Picture. The picture must be digital since it will have to be cropped into the ID card. The picture must be in Jpeg format, color, with a red background. Ensure that the picture is taken in front of a red background. Colored in pictures will not be accepted. If there is more then one but no more than 8 pictures maximum on the disk or CD please identify each picture with their last name. Also, since the applicants do not have uniforms yet, we ask that they wear a white (plain) shirt for the picture. **NOTE: Pictures can be sent electronically as long as the enrollment paperwork is faxed to (206) 220-7084 on the same day. Send only existing member pictures to: [dirauxID@pacnorwest.uscg.mil](mailto:dirauxID@pacnorwest.uscg.mil) Otherwise, mail the entire enrollment paperwork, along with the ID card form and picture (saved on a disk or CD) to the Office.**

**Lost/Stolen cards:** Every effort should be made to locate or recover the lost or stolen card. The Theft or loss should be reported to the Directors Office at [dirauxID@pacnorwest.uscg.mil](mailto:dirauxID@pacnorwest.uscg.mil) If it is the new style ID Card we will have your picture on file and will issue you a new card.

**Emergency situations:** I cannot envision an emergency that would require an ID Card but we will handle each of those emergencies on a case-by-case basis.